

EMPLOYEE NOTICE JOB POSTING

JOB TITLE: Treasurer

DEPARTMENT: Finance Department (Treasurer's Division)

JOB DESCRIPTION: Supports the mission of the Treasurer's Division to pay in a timely manner the financial obligations of the Township in compliance with applicable state government laws and township policies and procedures. Provides accurate recordings of income and expenditures in maintaining adequate cash control through encumbrance accounting. Performs technical and administrative accounting work with minimum supervision; includes encumbrance of resolutions, or special projects, auditing fiscal records reconciliation of bank statements and ledgers, generation of various statistical reports and payables, tracking escrow accounts held by township. Assist in statistical reports, provides assistance and prepares various reports in budget preparation and oversight and general ledger postings, voucher preparation for expenses, and other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist CFO with daily functions as needed
- Perform accounting functions as assigned, including back up payroll, accounts payable, accounts receivable, journal entries, budgeting.
- Maintains accurate escrow accounting and analysis of such accounts.
- Wires and transfers funds for appropriate client escrow accounts to township accounts.
- Billing vendors for additional funds per estimates or to pay invoices.
- Responsible for reconciliation of various funds Bank Statements.
- Collaborates with departments providing budgetary assistance as needed.
- Responsible for posting of payroll expenditures to agency accounts
- Responsible for tasks and assignments needed for outside auditors.
- Screen and route telephone calls and sorting department mail when needed.
- Responsible for daily deposits, daily revenue postings and, cash management and all internal bank transfers
- Assigns and supervises the work of employees performing clerical accounting and other support functions
- Assist with annual budget preparation
- Responsible for Township debt service payments
- Maintains accounting records and files
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with GFMS Accounting System or other accounting software, MS Excel, MS Word, MS Outlook.
- Must be able to effectively handle multiple projects simultaneous in a deadline driven environment.
- Excellent verbal, written communications and interpersonal skills.
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty.
- Must possess a marked ability to maintain the confidentiality of records.
- The individual will be expected to work with minimal guidance and take ownership of his/her work.

- Ability to adhere to prescribed routines and practices, maintain complex records and files.
- Strong organizational skills.
- Accuracy in computations and maturity in decision making is essential and necessary.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's degree including supplemented by at least twenty-one (21) hours credits in professional accounting subjects.
- Strong analytical and accounting skills.
- At least one year of responsible experience in accounting.
- Must successfully pass a thorough criminal history and background check if not already employed with the Township.
- Willing to take all of the CMFO courses and obtain CMFO certification

EQUIPMENT USED: Miscellaneous office automation equipment (i.e. – computer, typewriter, calculator, fax, phone, copier, printers, etc.)

This position required a great deal of responsibility, discretion, and expertise in the operation of the Townships financial process. In addition there is regular access to highly confidential information (employee records, payroll information, etc.) The employee therefore must possess a marked ability to maintain the confidentiality of such records.

Non-Union Grade - K

Salary - \$45,953 - \$71,834.81

Post: 12/15/15

Removed: 12/24/15